

REQUEST FOR PROPOSAL

TO PROVIDE A TWO-YEAR CONTRACT FOR MAINTENANCE SERVICE, REPAIRS
AND EMERGENCY RESPONSE FOR
REFRIGERATING, AIR CONDITIONING, HEATING,
AIR HANDLING AND VENTILATING EQUIPMENT FOR THE
JEFFERSON PARISH 911 COMMUNICATION DISTRICT (JPCD) AT THE FOLLOWING
LOCATIONS:
9-1-1 CENTER, 5698 BELLE TERRE RD., MARRERO, LA
E.O.C., 1887 AMES BLVD., MARRERO, LA



RFP No.: 0207

Proposal Receipt Date: May 5, 2010

Proposal Receipt Time: 04:00 P.M.

Jefferson Parish
Department of Purchasing
P. O. Box 9
Gretna, Louisiana 70053

(504)364-2678

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REQUEST FOR PROPOSAL FOR

Request For Proposal To Provide Annual Contract For Maintenance Service, Repairs And Emergency Response For Refrigerating, Air Conditioning, Heating, Air Handling and Ventilating Equipment For The Jefferson Parish 911 Communication District (JPCD) for the Following Locations:

9-1-1 Center, 5698 Belle Terre Rd., Marrero, LA
Emergency Operations Center (EOC), 4th Floor, 1887 Ames Blvd., Marrero, LA

1.1 Background

The Jefferson Parish Communication District (JPCD) is seeking proposals from vendors for HVAC maintenance service, repairs and emergency response and ventilating equipment for the 911 Center and the 4th floor of the EOC building.

The air conditioning and heating system for the 9-1-1 facilities is vital and that failure of the air conditioning or heating systems could adversely affect emergency service and emergency service personnel. Immediate response and correction in a timely fashion is important.

1.1.1 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals as allowed by Jefferson Parish Ordinance Number 21587 from bona fide, qualified proposers who are interested in providing preventive maintenance, repair and emergency response for all heating air conditioning, air handling and ventilation equipment, to include emergency service calls and to keep the equipment useable and operable.

Work performed shall be in accordance with manufacturer's commercial practice.

Proposer understands and agrees that this is a preventive maintenance, repair and emergency response contract and that Proposer will supply all equipment, labor, tools, additional manpower and parts which are required to completely provide for the preventive maintenance, repair and emergency service of equipment listed except when specified. This preventive maintenance is more particularly described under the Section entitled "PREVENTIVE MAINTENANCE: REQUIREMENT OF THE CONTRACT".

Failure to make necessary response and/or repairs timely will be reason for cancellation of contract. Poor and/or questionable workmanship and/or

performance and/or unacceptable work or improper repair techniques will be reason for non-payment and cancellation of contract, and for damage payment.

The District shall reserve the right to determine if the repairs are questionable or acceptable, after consultation. The District's official determination shall be final.

1.1.2 Goals and Objectives

VENDOR QUALIFICATIONS: Firm must be experienced at providing systems similar in nature and complexity to the project outlined in this request for proposal; and meet the following criteria:

- a) Contractor must be a licensed contractor per LSA-R.S. 37:2150-2163 and furnish current license number with proposal. Be a franchised dealer and service facility for the major manufacturer's products furnished under this contract.
- b) Maintain a fully staffed and equipped service facility.

Proposers must provide a minimum of three (3) references, with current contact information, for projects of similar scope and size completed within the last two years.

WARRANTIES: The vendor shall provide a complete inventory of equipment installed, including description, manufacturer, model, and serial number, and submit any manufacturer's warranty or registration forms. If the manufacturer's warranty is longer than one year; such warranty shall be provided to the owner.

The vendor shall warrant all equipment to be free of defects in materials and workmanship for one year from the date of substantial completion of the project. For any failures within the warranty period, provide answers to service calls and requests for information within a 24-hour period and repair or replace any faulty item within a 23-hour period without charge, including parts and labor.

REFERENCES: The following are standards, tests, and recommended methods that applies to this work.

Published standards, tests or recommended methods that apply to the work where cited below:

- a) National Electrical Code (NEC)
- b) National Electrical Manufacturer's Association (NEMA)
- c) American National Safety Institute (ANSI)
- d) Underwriter's Laboratory (UL)
- e) Electronics Industries Association (EIA)
- f) Occupational Safety and Health Administration (OSHA)
- g) Society of Cable Telecommunications Engineers (SCTE)

h) Building Industry Consulting Service International (BICSI)

FREON:

Vendor must be E.P.A. approved to handle refrigerants. Vendor shall provide to the District at the time of Proposal submittal copies of valid certificates indicating vendor and employees are certified in refrigerant handling.

1.2 Schedule of Events

	<u>Date</u>	<u>Time (CST)</u>
1. RFP mailed to prospective proposers	3-25-2010	
2. Mandatory Pre-Proposal Conference	4-16-2010	10:00 A.M.
3. Deadline to receive written inquiries		7-10 days after Pre-proposal Conference
4. Deadline to answer written inquiries		14 days after receipt of inquiry
5. Proposal Receipt Date	5-5-2010	
6. Oral discussions with proposers, if applicable		To be scheduled
7. Council Selection via resolution		To be scheduled (approx. 3-4 weeks after 6.)
8. Contract Ratification via resolution		To be scheduled (approx. 3-4 weeks after 7.)

NOTE: The Parish of Jefferson reserves the right to deviate from these dates.

1.3 Proposal Submittal

All proposals shall be received by the Jefferson Parish Purchasing Department **no later than date and time shown in the Schedule of Events.**

Important – Clearly mark outside of envelope, box or package with the following information and format:

- Proposal Name: Two year contract for maintenance service, repairs and emergency response for refrigerating, air conditioning, heating, air handling and ventilating equipment for the Jefferson Parish 911 Communication District (JPCD) at the following locations: 9-1-1 Center, 5698 Belle Terre Road, Marrero, LA and E.O. C., 1887 Ames Blvd., Marrero, LA.
- Proposal No. 0207
- Proposal Receipt Date: May 5, 2010 at 4:00 P.M.

Proposals will be received at:

Jefferson Parish Purchasing Department
200 Derbigny Street, Suite 4400
Gretna, Louisiana 70053

Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. Jefferson Parish Purchasing is not responsible for any delays caused by the proposer's chosen means of proposal delivery.

Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal.

PROPOSALS SHALL BE OPENED PUBLICLY AND ONLY PROPOSERS SUBMITTING PROPOSALS SHALL BE IDENTIFIED ALOUD. PRICES SHALL NOT BE READ.

1.4 Proposal Response Format

Proposals submitted for consideration should follow the format and order of presentation described below:

- A. Cover Letter: Containing summary of Proposer's ability to perform the services described in the RFP and confirms that Proposer is willing to perform those services and enter into a contract with the Parish. The letter shall be signed by a person having authority to commit the Proposer to a contract. If proposer is an agency, corporation, partnership or other legal entity, the president, vice-president, secretary or treasurer, or an authorized agent shall sign the proposal, **and** satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity shall be attached to the proposal.

Proposers should exhibit their understanding and approach to the project and address how each element will be accomplished.

- B. Table of Contents: Organized in the order cited in the format contained herein.
- C. Proposer Qualifications and Experience: History and background of Proposer, financial strength and stability, with related services to government entities existing customer satisfaction, demonstrated volume of merchants, etc.
- D. Technical Proposal: Illustrating and describing compliance with the RFP requirements.
- E. Innovative Concepts: Present innovative concepts, if any, not discussed above for consideration.
- F. Project Schedule: Detailed schedule of implementation plan for pilot (if applicable) and full implementation. This schedule is to include implementation actions, timelines, responsible parties, etc.
- G. Financial Proposal: Proposer's fees and other costs, if any, shall be submitted. This financial proposal shall include any and all costs the Proposer wishes to have considered in the contractual arrangement with the Parish of Jefferson. Financial Proposals are to be submitted in a separate sealed envelope.

1.4.1 Number of Response Copies

Each Proposer shall submit one (1) signed original response along with six (6) additional copies of the proposal. Additional copies may be submitted on CD-R/CD-RW media or 3-1/2" diskette as long as data on the disc is formatted in the Word program.

1.4.2 Legibility/Clarity

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The Proposer(s) response is to demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer(s) ability to meet the requirements of the RFP is also desired. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

1.5 Confidentiality

All documents submitted to the parish are subject to the Louisiana Public Records Act, LSA-R.S. 44:1 *et seq.*, and may be released when a public records request is made by news media, competitors, or other interested parties, in accordance with the law.

If a Proposer deems any document submitted to the parish under this RFP contains confidential business data, trade secrets, proprietary information, or data not otherwise subject to public disclosure, under La. Const. Art I § 5, LSA-R.S. 44:4 or 4.1, or other provisions of law, the Proposer shall clearly mark the documents as "Confidential" prior to delivering or making them available to the Parish.

(1) If the parish receives a request for the production or disclosure of documents so marked, it will decline disclosure and notify the Proposer of such request;

(2) Provided, however, that if any action is commenced against the parish under the Louisiana Public Records Act, LSA-R.S. 44:1 *et seq.*, or otherwise seeking to compel production or disclosure of the documents, the Proposer or any other person asserting the confidentiality privilege of such documents shall defend, indemnify and hold the parish harmless from any costs, damages, penalties or other consequences of the parish's refusal to disclose or produce such documents. Failure of the Proposer to immediately intervene in such legal action will authorize the parish to voluntarily provide the information for disclosure under the supervision of the court;

(3) The parish assumes no liability for disclosure or use of any document or portion of this RFP that has not been clearly marked as "confidential" or as otherwise constituting information exempt from the Louisiana Public Records Act, and may use or disclose such unmarked documents as public records.

(4) The Proposer is to mark the cover sheet of the proposal with the following legend, specifying the pages of the proposal which are to be restricted in accordance with the conditions of the legend:

"The data contained in Pages _____ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, the Parish of Jefferson shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the Parish of Jefferson's right to use or disclose data obtained from any source, including the Proposer, without restrictions."

Further, to protect such data, each page containing such data shall be specifically identified and marked "**CONFIDENTIAL**."

The Proposer shall not mark the entire proposal "confidential" or as information constituting an exception to Louisiana's Public Records Act. If an entire response, submittal or proposal is so marked, the Parish of Jefferson shall not consider the proposal for an award of the contract.

Nothing herein shall prohibit the Parish of Jefferson from making any proposal, including confidential business data, trade secrets, and proprietary information contained therein, available to any other parish agency, person or organization for the sole purpose of assisting the parish in its evaluation of the proposal. The parish shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

1.6 Proposal Clarifications Prior to Submittal

1.6.1 Pre-proposal Conference - MANDATORY

A mandatory pre-proposal conference will be held at 10:00 A.M. On April 16, 2010 at the Jefferson Parish Purchasing Department, 200 Derbigny Street, Suite 4400, Gretna, LA 70053. Prospective proposers may participate in the conference to obtain clarification of the requirements of the RFP and to receive answers to relevant questions. Any firm intending to submit a proposal should have at least one duly authorized representative attend the Pre-proposal Conference.

Although impromptu questions will be permitted and spontaneous answers will be provided during the conference, the only official answer or position of the Parish of Jefferson will be stated in writing in response to written questions.

1.6.2 Inquiry Periods

An initial inquiry period is hereby firmly set for all interested proposers to perform a detailed review of the RFP documents and to submit any written questions relative thereto. *Without exception*, all questions MUST be in writing (even if an answer has already been given to an oral question during the Pre-proposal conference) and received by the close of business on the Inquiry Deadline date set forth in the Calendar of Events. Initial inquiries shall not be entertained thereafter.

The Parish of Jefferson shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency and departments. The Parish of Jefferson reasonably expects and requires responsible and interested proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

Further, we realize that additional questions or requests for clarification may generate from the parish's addendum responses to the inquiries received during the initial inquiry period. Therefore, a final 3-day inquiry period shall be granted. Questions relative to the addendum shall be submitted by the close of business three working days from the date the addendum is posted. If necessary, another addendum will be issued to

address the final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended by any addendum issued as a result of the final inquiry period.

No negotiations, decisions, or actions shall be executed as a result of any oral discussions with any parish employee or parish consultant. The parish shall only consider written and timely communications from proposers.

Inquiries shall be submitted in writing by an authorized representative of the proposer, clearly cross-referenced to the relevant solicitation section. Only those inquiries received by the established deadline shall be considered by the parish. Answers to questions that change or substantially clarify the solicitation shall be issued by addendum and provided to all prospective proposers.

Inquiries concerning this solicitation may be delivered by mail, express courier, e-mail, hand, or fax to:

Jefferson Parish Purchasing Department
200 Derbigny Street, Suite 4400
Gretna, Louisiana 70053
E-Mail:Purchasing@jeffparish.net Phone:(504)364-2678 Fax:(504)364-2693

1.7 Proposal Guarantee NOT REQUIRED FOR THIS RFP.

1.8 Performance Bond

The successful proposer shall be required to provide a performance (surety) bond in the **full amount** of the contract to insure the successful performance under the terms and conditions of the contract negotiated between the successful proposer and the Parish. The performance bond shall be subject to forfeiture for failure on the part of the successful proposer to perform its obligations under the contract.

1.9 Changes, Addenda, Withdrawals

If the proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the proposer, cross-referenced clearly to the relevant proposal section, in a sealed envelope, prior to the proposal opening. Such shall meet all requirements for the proposal. If the proposer chooses to withdraw his proposal response, the withdrawal notice shall be in writing and received prior to proposal opening.

1.10 Cost of Offer Preparation

The Proposer assumes sole responsibility for any and all costs associated with the preparation and reproduction of any offer submitted in response to the RFP and preparation for oral presentations/discussions and other such expenses, and shall not include this cost or any portion thereof in the offered contract price and terms.

1.11 Non-negotiable Contract Terms

Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, claims or controversies, and termination based on contingency of appropriation of funds. The standard general terms and conditions used by Jefferson Parish may be found in **Resolution No. 103646**. A copy may be obtained from the Parish Clerk's Office, 6th Floor, General Government Building, 200 Derbigny Street, Gretna, LA 70053, 364-2626.

1.12 Taxes

Any taxes, if applicable, shall be assumed to be included within the Proposer's cost.

1.13 Proposal Validity

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal response. However, the Parish reserves the right to reject a proposal if the Proposer's response is unacceptable and the Proposer is unwilling to extend the validity of its proposal.

1.14 Prime Contractor Responsibilities

The selected Proposer shall be required to assume responsibility for all items and services offered in his proposal whether or not he produces or provides them. The Parish of Jefferson shall consider the selected Proposer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

1.15 Written or Oral Discussions/Presentations

Written or oral discussions may be conducted with Proposer(s) who submit proposals determined to be reasonably susceptible of being selected for award. Proposals may be accepted without such discussions and awards made on the basis of the initial offers so proposals should be complete and reflect the most favorable terms available from the Proposer(s).

Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract.

Written or oral discussion/presentations for clarification may be conducted to enhance the Parish's understanding of any or all of the proposals submitted. Neither negotiations nor changes to vendor proposals will be allowed during these discussions. Proposals may be accepted without such discussions.

1.16 Acceptance of Proposal Content

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposer(s) to accept these obligations shall result in the rejection of the proposal.

1.17 Contract Negotiations

If for any reason the Proposer whose proposal is most responsive to the Parish's needs, price and other evaluation factors set forth in the RFP considered, does not agree to a contract, that proposal shall be rejected and the Parish may negotiate with the next most responsive Proposer. Negotiation may include revision of non-mandatory terms, conditions, and requirements. The Parish of Jefferson must approve the final contract form and issue a purchase order, if applicable, or contract, to complete the process.

1.18 Cancellation of RFP or Rejection of Proposals

The Parish of Jefferson reserves the right to reject any or all proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of the Parish to do so.

1.19 Evaluation and Selection

All responses received as a result of this RFP are subject to evaluation by the Parish Evaluation Committee for the purpose of selecting the Proposer with whom the Parish shall contract.

To evaluate all proposals, a committee whose members have expertise in various areas has been selected. This committee will determine which proposals are reasonably susceptible of being selected for award. If required, written or oral discussions may be conducted with any or all of the Proposers to make this determination.

Written recommendation for award shall be made to the Jefferson Parish Council for the Proposer(s) whose proposal(s), conforming to the RFP, will be the most advantageous to the Parish of Jefferson, price and other factors considered.

The committee may reject any or all proposals if none are considered in the best interest of the Parish.

1.20 Award

1.20.1 Award shall be made to the Proposer(s) whose proposal, conforming to the RFP, will be the most advantageous to the Parish of Jefferson, considering price and other factors considered.

1.20.2 The award may be made on the basis of the initial offer or as noted in Part 1.15.

1.21 Notice of Intent to Award

The evaluation committee's recommendation for award shall be forwarded to the Jefferson Parish Council for selection.

After the selection of the Jefferson Parish Council the Department will notify all unsuccessful Proposers as to the outcome of the evaluation process.

1.22 Insurance Requirements

Contractor shall furnish the Parish with certificates of insurance affecting coverage(s) required by the RFP (see Attachment "A"). The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the Parish before work commences. The Parish reserves the right to require complete certified copies of all required policies, at any time.

1.23 Subcontractor Insurance

The Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein for the Contractor.

1.24 Indemnification

Notwithstanding the above, the successful proposer shall protect, defend, indemnify, save and hold harmless the Parish of Jefferson, all parish departments, agencies, boards and commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of the successful proposer, its agents, servants, and employees and any and all costs, expense and/or attorney fees incurred by the successful proposer as a result of any claim, demands, and/or causes of action except those for claims, demands, and/or causes of action

arising out of the negligence of the Parish, its agents, and/or employees. The successful proposer agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it is groundless, false or fraudulent.

1.25 Fidelity Bond Requirements NOT REQUIRED FOR THIS RFP

1.26 Payment for Services

The Contractor shall invoice the Jefferson Parish Communication District monthly. Payments will be made by the JPCD approximately thirty (30) days after receipt of a properly executed invoice, and approval by the JPCD. Invoices shall include the contract and order numbers, using department and product purchased, and service ticket(s) with information as follows. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

Service Ticket:

Upon completion of any service or inspection the technician shall leave with the District representative, a detailed service ticket including the following:

1. Name of the facility.
2. Make, Model and Serial Number of the unit serviced.
3. Description of the work performed and the date performed.
4. Signature of District representative and service technician.
5. Itemized list of all parts and materials used, including manufacturer's part numbers and quantities.
6. Number of labor hours including the hour and departure time.

Note: District reserves the right to inspect the conditions of all parts, equipment and workmanship prior to approval of all invoices for payment and/or at the time of completion of work.

1.27 Termination

1.27.1 The Parish may terminate this contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the contract; provided that the Parish shall give the Contractor written notice specifying the Contractor's failure. If within ten (10) days after receipt of such notice, the Contractor shall not have either corrected such failure and thereafter proceeded diligently to complete such correction, then the Parish may, at its option, place the Contractor in default and the contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana Law to terminate for cause upon the failure of the Parish to comply with the terms and conditions of this contract; provided that the contractor shall give the Parish written notice specifying the Parish's failure.

1.27.2 The Parish may terminate any contract entered into as a result of this RFP at any time by giving thirty (30) days written notice to the Contractor. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

1.27.3 The continuance of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Jefferson Parish Council. If the Council fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Parish President to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

1.28 Assignment

Assignment of contract, or any payment under the contract, requires the advanced written approval of the Jefferson Parish Council, by council resolution.

1.29 No Guarantee of Quantities

The Parish of Jefferson does not guaranty that items listed in scope of work will provide a complete system. The Proposer shall provide all materials, labor, and equipment, whether specified or not, to provide a complete working system.

The quantities referenced are estimated. In the event a greater or lesser quantity is needed, the right is reserved by the Parish to increase or decrease the amount, at the unit price stated in the proposal. The Parish of Jefferson does not obligate itself to contract for or accept more than their actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds.

1.30 Audit of Records

The monitoring and auditing of the Contractor's records shall be allowed to the Parish of Jefferson Finance Department and any other appropriate Parish entities.

1.31 EEOC and ADA Compliance

The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment

Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

The Contracting Party shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect his employees or prospective employees.

Any act of discrimination committed by the Contracting Party, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of this contract.

1.32 Record Retention

The Contractor shall maintain all records in relation to this contract for a period of at least three (3) years.

1.33 Record Ownership

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the Parish of Jefferson, and shall, upon request, be returned by Contractor to the Parish of Jefferson, at Contractor's expense, at termination or expiration of this contract.

1.34 Content of Contract/Order of Precedence

In the event of a conflict among documents, the order of precedence which shall govern is as follows: 1) the final contract; 2) the Request for Proposal (RFP) and addenda (if any); and 3) the contractor's proposal.

1.35 Contract Changes

No additional changes, enhancements, or modifications to any contract resulting from this RFP shall be made without the prior approval of the Jefferson Parish Council.

Changes to the contract include any change in: compensation; beginning/ending date of the contract; scope of work; and/ or Contractor change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

1.36 Substitution of Personnel

The Parish intends to include in any contract resulting from this RFP the following condition:

Substitution of Personnel: If, during the term of the contract, the Contractor or subcontractor cannot provide the personnel as proposed and requests a substitution, that substitution shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justification is to be submitted to the Parish for approval prior to any personnel substitution. It shall be acknowledged by the Contractor that every reasonable attempt shall be made to assign the personnel listed in the Contractor's proposal.

1.37 Force Majeure

The Contractor or Parish of Jefferson shall be exempted from performance under the contract for any period that the Contractor or Parish of Jefferson is prevented from performing any services in whole or in part as a result of an act of God, strike, war, civil disturbance, epidemic or court order, provided the Contractor or Parish of Jefferson has prudently and promptly acted to take any and all corrective steps that the Contractor or Parish of Jefferson can promptly perform. Subject to this provision, such nonperformance shall not be considered cause or grounds for termination for the contract.

1.38 Governing Law

All activities associated with this RFP process shall be interpreted under Louisiana Law. All proposals and contracts submitted are subject to provisions of the laws of the State of Louisiana and Jefferson Parish Code of Ordinances; purchasing rules and regulations; standard terms and conditions, including specifications listed in this RFP.

1.39 Claims or Controversies

Contractor does, by signing a contract pursuant to this RFP with the Parish, agrees that the contract is made under the laws of the State of Louisiana, and for all purposes shall be interpreted in its entirety in accordance with the laws of said State. The contractor hereby agrees and consents to the jurisdiction of the courts of the State of Louisiana over its person. The parties hereto agree that the sole and exclusive venue for any suit or proceeding brought pursuant to this contract shall be the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

PART II SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

PREVENTIVE MAINTENANCE: REQUIREMENT OF THE CONTRACT

Location and equipment covered by contract:

E9-1-1 Center at 5698 Belle Terre Road., Marrero, LA

E.O.C. - 1887 Ames Boulevard, Marrero, LA.

Also see miscellaneous equipment and location(s).

- Two (2) Chiller Units and Air Handling Systems at 9-1-1 Center.
- One (1) Auxiliary Unit to support interior air conditioner floor mount system in computer room at 9-1-1 Center.
- One (1) Carrier - Water Source Heat Unit. Unit located in attic area. Unit serves as a standby to interior floor mounted system at the 911 Center.

It is the intent of this proposal to provide all available pertinent information concerning listed equipment, however, the list of model numbers, number of units, and locations may not be completely accurate. Therefore, each proposer must visit and make a thorough inspection of each site and every piece of equipment to be maintained to ensure that they have the means and knowledge to conform to manufacturer's maintenance procedures. This does not relieve the Proposer from any obligation required by this contract. Listed model numbers are implied to represent total single air conditioning and heating units and/or to include all connected compressors and air handling systems for that unit as one. The District reserves the right to delete equipment from the contract with the result of corresponding decrease in contract cost without any penalty to the District.

Complete preventive maintenance service shall be provided for all equipment in each facility listed and provided for under this contract once every 30 days. Preventive maintenance is to be performed on all equipment in accordance with manufacturers' recommendation and specifications as otherwise stated herein. All preventive maintenance shall include inspection of the HVAC equipment. That HVAC is providing a satisfactory comfort zone. Preventive maintenance is to be performed in order to maximize equipment reliability and life expectancy. (Proposer shall state service to be included.)

Company shall notify District when equipment, devices, systems or components not in proper working order, when they may cause adverse impact on the operational

performance and ability of the system to provide optimum cooling and heating conditions.

2.2 Period of Agreement

The term of any contract resulting from this solicitation shall be for a period of two (2) years, with the District having the option to extend for two (2) additional twelve (12) month periods under the same terms and conditions.

2.3 Price Schedule

Proposer shall provide a price schedule for all requested items. Prices submitted shall be firm for the term of the contract. Prices should include delivery of all items F.O.B. destination.

The proposer shall provide pricing of the various materials, parts or work items and shall include all direct or indirect cost attributed to the category of work including but not limited to labor, tools, consumables, instruments equipment, transportation, travel, supervision, insurance, payroll and other taxes, overhead, profits, etc. All costs of this contract are the responsibility of the proposer.

2.4 Deliverables

The deliverables listed in this section are the minimum desired from the successful Proposer. Every Proposer should describe what deliverables will be provided per their proposal, and how the proposed deliverables will be provided.

2.5 Location

The locations the service is to be performed are:

9-1-1 Center, 5698 Belle Terre Road., Marrero, LA

E.O.C., 4th Floor, 1887 Ames Blvd., Marrero, LA

2.6 Proposal Elements

2.6.1 Financial

Any potential charges for proposed services associated with the RFP program implementation and administration that you wish the Parish to consider.

For Preventive Maintenance portion of contract:

MONTHLY RATE: _____ ANNUAL RATE: _____

From time to time the District may require Proposer to perform repair and materials beyond the preventive maintenance requirement. The following prices will not be used in determining the award of this contract, but are considered a part of the contract:

- A. Hourly rate per technician - \$ _____
Hourly rate per technician helper - \$ _____
- B. Maximum number of technicians required:
 - Routine Inspection _____
 - Routine Preventive Maintenance _____
 - Moderate Repairs _____
 - Major Repairs _____
- C. Overtime rate per hour, when authorized, shall be _____ per hour.
- D. Travel time charges - no emergency - _____
- E. Travel time charge - emergency call - _____
- F. Inspection service fee charge - _____
- G. Weekend Hourly Rates - _____
- H. Holiday Rates - _____
- I. Holiday, Weekend, After Hour Rate - _____
- J. Overtime - Prior authorization shall be required for any overtime work not considered emergency in nature - _____

- K. Annual cost of contract shall not exceed \$_____ without further Jefferson Parish Council approval.

Response To A Natural Disaster Or Other State Of Emergency For The District:

The District shall require Proposer's technician to be present 24/7 during a natural disaster or other State of Emergency. Technician to provide service and repair as outlined in proposal.

AGREE:_____ DO NOT AGREE:_____

Proposer shall provide hourly rate(s) and itemized costs for said service.

2.6.2 Technical

Each proposer should address how the firm will meet all the requirements of this RFP, with particular attention to:

Provision for customer service, including personnel assigned, toll-free number, and account inquiry, etc.

Resumes for account manager, designated customer service representative(s) and any other key personnel to be assigned to this project, including those of subcontractors, if any.

References for at least three state and/or local government agencies or private firms for whom similar or larger scope services are currently being provided. Include a contact person and telephone number for each reference.

Information demonstrating the Proposer's financial stability (financial statements, annual reports, or similar data for the last three years).

Information demonstrating the Proposer's understanding of the nature and scope of this project.

Any other information deemed pertinent by the Proposer including terms and conditions which the Proposer wishes the Parish to consider.

PART III EVALUATION

The following criteria will be evaluated when reviewing the proposals: The proposal will be evaluated in light of the material and the substantiating evidence presented to the Parish of Jefferson, not on the basis of what may be inferred.

3.1 Financial Proposal (Maximum of 50 Points)

For Preventive Maintenance portion of contract:

MONTHLY RATE:_____ ANNUAL RATE:_____

From time to time the District may require Proposer to perform repair and materials beyond the preventive maintenance requirement. The following prices will not be used in determining the award of this contract, but are considered a part of the contract:

- A. Hourly rate per technician - \$_____
- Hourly rate per technician helper - \$_____
- B. Maximum number of technicians required:
 - Routine Inspection _____
 - Routine Preventive Maintenance _____
 - Moderate Repairs _____
 - Major Repairs _____
- C. Overtime rate per hour, when authorized, shall be _____ per hour.
- D. Travel time charges - no emergency - _____
- E. Travel time charge - emergency call - _____
- F. Inspection service fee charge - _____
- G. Weekend Hourly Rates - _____
- H. Holiday Rates - _____
- I. Holiday, Weekend, After Hour Rate - _____
- J. Overtime - Prior authorization shall be required for any overtime work not considered emergency in nature - _____

- K. Annual cost of contract shall not exceed \$_____ without further Jefferson Parish Council approval.

Response To A Natural Disaster Or Other State Of Emergency For The District:

The District shall require Proposer's technician to be present 24/7 during a natural disaster or other State of Emergency. Technician to provide service and repair as outlined in proposal.

AGREE: _____ DO NOT AGREE: _____

Proposer shall provide hourly rate(s) and itemized costs for said service.

Prices proposed by the Proposers should be submitted on the price schedule furnished in Attachment " B ." Prices proposed shall be firm.

The information provided in response to this section will be used in the Financial Evaluation to calculate lowest evaluated cost.

3.2 Technical Proposal (Maximum of 50 Points)

The following criteria are of importance and relevance to the evaluation of this RFP. Such factors, listed in order of importance, may include but are not limited to:

ITEM NO.1 MAXIMUM POINTS 15

Proposer must have successfully performed contract(s) and/or job tasks similar in scope and value within the last three (3) years within the Jefferson Parish and/or Metropolitan Area. Proposer shall provide at least three references listing companies and contact persons at locations that Proposer has performed similar type contracts and/or work performance on similar type of equipment.

ITEM NO. 2 MAXIMUM POINTS 15

Provide a list of licensed/trained technicians and laborers, indicating they are certified and capable to perform such tasks as required by this Proposal and have received proper training and certification in the performance of such tasks. Proposer shall maintain, during the duration of this contract, licensed and trained technicians, capable of performing manufacturers required repairs on District equipment, and show proof of same at the request of District. Failure to maintain such license requirements will be cause for termination of the contract.

ITEM NO. 3 MAXIMUM POINTS 5

Proposer shall be an established business with experience in the type of equipment used and serviced by this contract, for at least five (5) years.

ITEM NO. 4 MAXIMUM POINTS 10

Proposer shall provide a detailed list of service personnel who are specifically assigned to the following list of activities:

1. Emergency response call.
2. Preventive Maintenance, Routine Inspection and Repairs.
The list shall include 1) the name; 2) number of years of employment with the company in a position which performs these services; 3) the number of years of experience in the trade.

ITEM NO. 5 MAXIMUM POINTS 5

All maintenance and repair work is to be performed by fully trained technician(s). Any evidence indicating lack of knowledge or training by mechanics or personnel after the contract is awarded, may be cause for termination of contract.

3.3 TOTAL POINTS (Financial & Technical)

Maximum of 100 Points.

PART IV. PERFORMANCE STANDARDS

4.1 Performance Requirements

SCHEDULING:

MONTHLY MAINTENANCE PROGRAM/TASK PERFORMANCE CHECK LIST

Proposer shall at the request of the District, within 15 days after signing a contract, prepare and submit to the District for approval, a practical schedule showing the order in which the Proposer proposes to carry out preventive maintenance duties as well as the dates on which he will start the work and the contemplated date for completion of same, if said work will entail more than one work day or more than standard hours of a normal work day.

SERVICE CALLS:

Service calls shall be handled as follows:

1. Service calls will be normally be transmitted to the Proposer from the Director's Office or from a representative (night supervisors) and the notice may be verbal or in written form for maintenance authorization.
2. If the Proposer receives a service request from any other source (outside of 911), they should obtain authorization from the Director. Proposer shall complete all service calls within the following time period after receipt of request, regardless of time of day received.
3. Service calls must be completed within 24 hours after receipt of notification for work that is required. The 24 hour completion requirement may be extended on a case by case basis by the Owner.
4. The Proposer shall immediately perform repairs whenever they are required to insure continuity of the operations and/or return equipment and/or systems to service as soon as possible.
5. The District reserves the right to seek and/or obtain repairs and maintenance from another vendor in the event contractor fails to provide the service required under this contract in a timely fashion or in the event contractor's proposal for repair work is not satisfactory to The District.
6. Proposer will provide sufficient personnel to perform the services established pursuant to the contract as set forth in the Standards.
7. Proposer's personnel will perform in a professional manner and will comply with all of The District's applicable security and safety regulations.

8. Personnel assigned to routine maintenance tasks at the 9-1-1 Building and 4th Floor at EOC site shall remain consistent. Because of the age and capability of equipment, the District feels that familiarity of building and performance is important to performance upkeep.
9. Proposer will remove personnel and provide a replacement if The District is dissatisfied with the performance of any personnel providing services at District facilities,
10. All personnel assigned to maintenance tasks at the 9-1-1/EOC buildings shall be certified to do any and all work regardless of the task intensity.

REPAIRS BEYOND PREVENTIVE MAINTENANCE:

The District may request Proposer make emergency calls and any necessary repairs, adjustments, and calibrations on related equipment not covered by this contract. The Proposer must obtain written approval from the District prior to making repairs (emergency or otherwise) and extra work. A written proposal must be furnished for such repairs. The proposal shall include a breakdown of all labor cost(s) and material charges for approval or change as directed by The District. It is the intent of the District to provide the service Proposer with the opportunity to do such repairs.

Proposer must provide parts and replacement items to the Jefferson Parish 911 Communication District (hereinafter referred to as the "District") for the purpose of preventive maintenance, repair, and emergency services as part of this contract by providing them to the District at a discounted rate (current manufacturer's quoted list price less percentage discount).

AGREE:_____ DO NOT AGREE:_____

Proposer will provide current manufacturer's quoted list pricing information and catalogs as support documents for said purchases or repair costs when requested by District.

Proposer shall provide the labor hourly rate(s) for repair.

UNFORSEEN REPAIRS:

Proposer shall recommend to the District when a unit and/or part replacement, in their opinion, the repair cost exceeds the value of the unit and that it would be in the best interest of the District to replace said unit. Proposer shall provide a list of his local supply sources from which proposer intends to obtain necessary parts. All such parts shall be original equipment manufacturer (OEM) replacements and compatible with existing equipment. No rebuilt or used parts will be acceptable.

SERVICE CALL RESPONSE TIME: (NON-EMERGENCY)

The Proposer's routine response time, in the event of a breakdown or malfunction not considered emergency, shall not exceed 4 hours from notification and repair(s) shall be accomplished between 8:00 a.m. and 4:30 p.m. unless otherwise directed by the District. Proposer shall be required to state costs of non-emergency calls in his price proposal.

CALLBACKS:

The Proposer shall not charge the District for return calls on items repaired (labor, parts, materials) if within 3 days of the original repair, when the item is faulty or inoperable, unless it can be determined that the repair is clearly unrelated and/or was not caused by poor workmanship, inferior or non-compatible parts, etc.

Vendor shall be required to coordinate his work schedule with District operation schedules in order to minimize work time losses and equipment down time.

EMERGENCY RESPONSE

The Proposer shall respond as soon as possible (**arrival at site not to exceed 2 hours from initial call**). Emergencies are declared by the District when the occupant's health or safety is in danger, or if the operation of the building is affected. In the Proposer's failure to make the repairs when ordered, in accordance with the terms specified herein, the District shall have the right to procure services in the open market or by contract. The District may also reject any services ordered from the Proposer if they are not performed prior to the time of the District taking such action. Failure to make necessary repairs shall be grounds for cancellation of said contract. It shall be understood that the vendor is to be capable of providing qualified personnel for service repairs and will be subject to call out on short notice at any time on any day for the duration of this contract regardless of weather conditions.

Proposer must provide a 24 hour phone number, pager number, wireless phone number, fax number, home and office numbers whereby technicians and/or responsible personnel for the vendor can be notified.

Proposer must provide trained technicians on site within two hours or sooner after notification.

AUTHORIZED EMERGENCY CALLS:

Emergency calls may only be made by those individuals identified in writing, a copy of such listing can be provided to the Proposer by the JPCD Director. Vendor's automated telephone answering or recording device numbers are not acceptable. In addition to the name and number of the technicians provided, one additional phone number of someone within the company's management structure shall also be given to the District. This additional number is not to be used unless there is no

response to an emergency call within two hours. Proposer shall be required to state costs of emergency calls in his price proposal.

CLEANING AREA UPON COMPLETION AND SAFETY MEASURES:

- A. Job site must be clean and free of all litter daily and upon completion of this contract. Passageways must be kept clean and free of all materials, equipment and debris. Flammable materials shall be removed from the job site upon completion of work on a daily basis because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare and safety of the general public and employees of the District, Jefferson Parish and other Parish officials. Due to the operations that are conducted in the 9-1-1 Center and for security reasons, all employees of the Proposer may be required to undergo background check and must be bonded.
- B. Should cutting, patching, alterations, additions or repairs to the to the existing structure, walls, floors or other parts of the building be required to complete proper repairs the Proposer shall restore the alterations to its original condition, with the same type of materials, finish and workmanship.
- C. If for some unknown reason or reasons, equipment must be shut down for an extended period of time in excess of 24 hours, the Owner shall be notified immediately of the delay and the measures being taken to put the equipment back in service.
- D. Proposer shall give all notice and comply with all laws, ordinances, rules and regulations having bearing on the conduct of the work as shown and/or specified.
- E. Proposer shall record all repairs made to major building equipment or systems.
- F. If the Proposer has documented a history of repeated breakdowns and/or repairs to a specific piece of equipment, building or the system, he shall notify Owner of such and state options available to correct and prevent repeated breakdowns.

EQUIPMENT INSPECTIONS:

Inspection frequency shall depend on the trend and frequency of failures. The need for increased inspections shall be determined in conference with the District, if necessary, and shall be provided at no charge. Failure of Proposer to adequately maintain the system and to hold system failures to a reasonable and acceptable level will be cause for cancellation of this contract. A scheduled preventive maintenance report shall be provided when requested. The report shall show all pieces of equipment to be worked on each visit and what procedures are to be

done at the visit. When all tasks are completed, it must be signed by the District and a copy left with the District. A repair record will be made out for each incident and/or repair call out service. The record shall show the nature of the call, repairs made, materials used, the amount of laborers and the labor time. Each repair record must be signed by the District and a copy left with the District.

WORKMANSHIP INSPECTIONS:

All materials and/or supplies delivered or installed by the Proposer for the E9-1-1 Communication District shall be subject to final inspection testing by District personnel or representatives and/or an independent test in laboratory as may be designated by the Purchasing Agent. If the results of one or more of such tests indicate that any part, parts, of the materials or the supplies are deficient in any respect, the District or its representatives in its absolute discretion may reject all or any part of material and supplies to be provided under this contract and require contractor to correct or replace defective part or equipment at no additional charge to The District.

ATTACHMENT "A"

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 adopted on December 9, 2009.

The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and Resolution No. 113646.

WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible be borne by the contractor.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

CONSTRUCTION AND RENOVATION PROJECTS REQUIRE THE FOLLOWING:

OWNER'S PROTECTIVE LIABILITY – NOT APPLICABLE

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

BUILDER'S RISK INSURANCE – NOT APPLICABLE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

ATTACHMENT "B"

PRICING

Describe any potential charges for proposed services associated with the RFP program implementation and administration that you wish the Parish to consider.

Part I

For Preventive Maintenance portion of contract:

MONTHLY RATE: _____ ANNUAL RATE: _____

Part II

From time to time the District may require Proposer to perform repair and materials beyond the preventive maintenance requirement. The following prices will not be used in determining the award of this contract, but are considered a part of the contract:

- A. Hourly rate per technician - \$ _____
Hourly rate per technician helper - \$ _____
- B. Maximum number of technicians required:
 - Routine Inspection _____
 - Routine Preventive Maintenance _____
 - Moderate Repairs _____
 - Major Repairs _____
- C. Overtime rate per hour, when authorized, shall be _____ per hour.
- D. Travel time charges - no emergency - _____
- E. Travel time charge - emergency call - _____
- F. Inspection service fee charge - _____
- G. Weekend Hourly Rates - _____
- H. Holiday Rates - _____
- I. Holiday, Weekend, After Hour Rate - _____
- J. Overtime - Prior authorization shall be required for any overtime work not considered emergency in nature - _____

- K. Annual cost of contract shall not exceed \$_____ without further Jefferson Parish Council approval.

Part III

Response To A Natural Disaster Or Other State Of Emergency For The District:

The District shall require Proposer's technician to be present 24/7 during a natural disaster or other State of Emergency. Technician to provide service and repair as outlined in proposal.

AGREE: _____ DO NOT AGREE: _____

Proposer shall provide below hourly rate(s) and itemized costs for said service.

AFFIDAVIT

**STATE OF LOUISIANA
PARISH OF JEFFERSON**

BEFORE ME, the undersigned authority, personally came and appeared,
_____, who after being duly sworn,
deposed and said that he/she/they are fully authorized _____ of
_____ (hereinafter referred to as affiant), and said affiant
further said:

The following is a complete listing of all subcontractors who may
assist in providing services for the RFP known as

_____:

Subcontractors, excluding full time employees of firm, who would
assist in providing professional services for the project:

AFFIANT

**SWORN TO AND SUBSCRIBED
BEFORE ME ON THIS _____
DAY OF _____, 2010.**

NOTARY PUBLIC

A copy of this affidavit must be attached to all pay requests.

_____ Check here if no additions or substitutions of subcontractors have been
made under this contract or any amendments to this contract.

Signature

Date

Any additions or substitutions of subcontractors, excluding full time employees of firm, who would
assist in providing services for the project, requires Jefferson Parish Council approval and
requires submission of a new sworn affidavit.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED. THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFOR ALL
PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF
ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,
APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT
PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE
ABOVE DATED MEETING OF THE BOARD
OF DIRECTORS OF SAID CORPORATION,
AND THE SAME HAS NOT BEEN
REVOKED OR RESCINDED.

SECRETARY-TREASURER

DATE

RFP 0207

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from firms interested in providing "a two (2) year contract for maintenance service, repairs and emergency response for refrigerating, air conditioning, heating, air handling and ventilating equipment" for the Jefferson Parish 911 Communications District (JPCD) at the following locations: 9-1-1 Center, 5698 Belle Terre Road, Marrero, LA and E.O.C., 1887 Ames Blvd., Marrero, LA, in accordance with the terms, conditions and specifications outlined in the Request for Proposal (RFP)

Request for Proposals will be received until 4:00 p.m. Local Time on: Wednesday, May 5, 2010.

(Type Name of Person Authorized to Sign)

(Company Name and LA. License number if required)

(Street Address)

(City, State, Zip Code)

(Area Code) (Phone Number) (Area Code) (Fax Number)

(Signature of Person Authorized to Sign)

(Title of Person Authorized to Sign)

This RFP must be signed by an authorized Representative of the Company/Firm for RFP to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

Jefferson Parish Department of Purchasing is soliciting:

**REQUEST FOR PROPOSALS RFP 0207
TO PROVIDE A TWO-YEAR CONTRACT FOR MAINTENANCE SERVICE,
REPAIRS AND EMERGENCY RESPONSE FOR REFRIGERATING, AIR
CONDITIONING, HEATING, AIR HANDLING AND VENTILATING EQUIPMENT
FOR THE JEFFERSON PARISH 911 COMMUNICATIONS DISTRICT (JPCD).**

Proposals will be evaluated using the following criteria:

Financial Proposal **50 points**

Technical Proposal **50 points**

Item No. 1. Specific Experience – similar in scope and Value within the last three years within Jefferson Parish and/or metropolitan Area **15 points**

Item No. 2. Proposer shall maintain, during the duration of this contract, licensed and trained Technicians, capable of performing manufacturers' required repairs on District equipment, and show proof of same at the request of District **15 points**

Item No. 3. Proposer shall be an established Business with experience in the type of equipment used and serviced by this contract, for at least five (5) years. **5 points**

Item No. 4. Proposer shall provide a detailed list Of service personnel who are specifically assigned To the following list of activities:

1. Emergency response call.
2. Preventative Maintenance, Routine Inspection and Repairs. The list shall include 1) the name; 2) number of years of employment with the company in a position which performs these services; 3) the number of years of experience in the trade. **10 points**

Item No. 5. All maintenance and repair work is to be performed by fully trained technician(s). Any evidence indicating lack of knowledge or training by mechanics or personnel after the contract is awarded, may be cause for termination of contract. **5 points**

TOTAL POINTS (Financial & Technical)

100 Points

Proposal packages with specifications are now available from the Jefferson Parish Purchasing Department, 200 Derbigny St., Ste. 4400, Gretna, LA 70053 (504) 364-2678. A **MANDATORY** pre-proposal conference will be held on **April 16, 2010 at 10:00 a.m.** at the Jefferson Parish Purchasing Department, 200 Derbigny Street, Suite 4400, Gretna, LA 70053. Completed proposals must be received no later than **04:00 p.m. on May 5, 2010** at the Jefferson Parish Purchasing Department, 200 Derbigny Street, Suite 4400, Gretna, LA 70053.

Proposal or Proposals scoring the highest total shall be considered to represent best value and will be recommended to the Jefferson Parish Council for award.

The Jefferson Parish Council reserves the right to accept or reject any and all proposals, in whole or part and waive informalities, pursuant to the law.

| Specifications are available gratis from: www.jeffparish.net/bids (click on Bid Downloads) or Jefferson Parish Purchasing Department
General Government Building
200 Derbigny Street, Ste. 4400
Gretna, LA 70053
(504) 364-2678

Patricia Lassalle
Director
Purchasing Department

Rene' T. Poole, CPPB
Chief Buyer
Purchasing Department

**ADV. TIMES PICAYUNE OFFICIAL JOURNAL:
March 25, 2010 and April 1, 8, 2010**